

Instructions for Summer School travel

When you return home from Summer school you need to fax all your receipts to me, Julie Keyser, at 301-975-2351 or scan and email them to me at ncnraccess@nist.gov . Below you will find a checklist of the receipts you may have that I will need. Please do this **ASAP**. I will then complete your travel voucher and scan and email it to you for your signature. Please sign page one of the voucher and either scan and email it back to me or fax it to me.

I will need the following information or receipts:

- Mileage roundtrip from home to the airport
- Receipt from taxi to and from airport
- Parking receipt from airport
- Hotel receipt
- Receipts for any other expenses (excluding food).

The faster you get me your receipts the quicker I can get your vouchers done so you can be reimbursed.

Please contact me if you have any questions or concerns.

Thanks,

Julie Keyser
NCNR User Office
301-975-8368
ncnraccess@nist.gov